

TITLE 2. ADMINISTRATION**CHAPTER 18. GOVERNMENT INFORMATION TECHNOLOGY AGENCY**

(Authority: A.R.S. § 41-3504 et seq.)

ARTICLE 1. GENERAL PROVISIONS*Article 1, consisting of Section R2-18-101, adopted effective July 9, 1998 (Supp. 98-3).*

Section

R2-18-101. Definitions

ARTICLE 2. INFORMATION TECHNOLOGY PROJECTS*Article 2, consisting of Section R2-18-201, adopted effective July 9, 1998 (Supp. 98-3).*

Section

R2-18-201. Information Technology Project Justification and Monitoring

ARTICLE 3. INFORMATION TECHNOLOGY PLANNING*Article 3, consisting of Section R2-18-301, adopted effective July 9, 1998 (Supp. 98-3).*

Section

R2-18-301. IT Planning

ARTICLE 4. APPEALS OF GOVERNMENT INFORMATION TECHNOLOGY AGENCY DECISIONS*Article 4, consisting of Section R2-18-401, adopted effective July 9, 1998 (Supp. 98-3).*

Section

R2-18-401. Appeals

ARTICLE 1. GENERAL PROVISIONS**R2-18-101. Definitions**

Unless the context requires otherwise, the following definitions shall govern:

1. "Appeal" means a written request filed with the Information Technology Authorization Committee (ITAC) by a budget unit challenging a decision by the Government Information Technology Agency (GITA) to reject the budget unit's proposed IT Plan or project.
2. "Budget Unit IT Plan," as used in A.R.S. Title 41, Chapter 32, means a budget unit's documented strategy for using IT investments, projects, applications, direction, and expenses over a specific period of time, in accordance with planning standards in the PSP.
3. "CEO" means chief executive officer.
4. "Critical information technology project," as used in A.R.S. Title 41, Chapter 32, means an IT project that GITA or ITAC determines warrants monitoring because it:
 - a. Is necessary to the state or budget unit mission,
 - b. Is legally mandated, or
 - c. Requires technical expertise that may not be available in a budget unit.
5. "Development costs" means the sum of IT project start-up costs, as defined in the PSP Program.
6. "Disapprove" means reject.
7. "GITA" means Government Information Technology Agency, which is established under A.R.S. § 41-3501, et seq.
8. "Incomplete IT Plan or PIJ" means an IT Plan or PIJ that is missing required approvals or sections, as determined by GITA.

9. "Information technology plan" (IT Plan), as used in A.R.S. Title 41, Chapter 32, means a documented strategy for the implementation of IT resources and projects.
10. "Information technology project," as used in A.R.S. Title 41, Chapter 32, means a series of activities, events, and investments to develop and implement a new or enhanced IT system over a prescribed period of time.
11. "IT" means information technology.
12. "ITAC" means Information Technology Authorization Committee, which is established under A.R.S. § 41-3521.
13. "Major information technology project," as used in A.R.S. Title 41, Chapter 32, means an IT project that has development costs greater than \$1 million.
14. "PIJ" means project and investment justification document.
15. "Priority category," as used in A.R.S. Title 41, Chapter 32, means a grouping of approved GITA projects by GITA-defined criteria.
16. "Project and investment justification template" means a standard set of forms and reporting formats, contained in the PSP, to be prepared by a budget unit and submitted to GITA to describe an IT project and to identify resources, technologies, values, costs, goals, risks, quality assurance issues associated with the project, and to establish a specific time period for development and implementation of the project.
17. "Project status report" means a standard project status summary, as defined in the PSP, that is used by a budget unit to report progress on IT projects.
18. "PSP" means the *Policy, Standards and Procedures*, which is developed and maintained by GITA, for information technology topics including:
 - a. IT planning guidelines,
 - b. Project justification and monitoring criteria,
 - c. PIJ review criteria,
 - d. Current PIJ template,
 - e. IT standards for state budget units, and
 - f. Policies and procedures related to IT.
19. "Quality assurance plan," as used in A.R.S. Title 41, Chapter 32, means a budget unit's written strategy that identifies the criteria and activities a budget unit uses to ensure that the expectations of functionality, budget, and schedule are achieved as the budget unit's IT Plan is implemented.
20. "Standards" as used in A.R.S. Title 41, Chapter 32 means PSP requirements, relating to technical coordination and security components of information technology adopted by GITA for the purpose of developing and maintaining statewide coordinated use of, and access to, information technology resources.
21. "Statewide IT Plan," as used in A.R.S. Title 41, Chapter 32, means a statewide strategy for the application of information technology, published by GITA.
22. "Temporarily suspend the expenditure of monies," as used in A.R.S. Title 41, Chapter 32, means an order from GITA to a budget unit to immediately cease all expenditures of monies for a specific IT project if GITA determines that the IT project is at risk of failing to achieve the intended results, or does not comply with A.R.S. Title 41, Chapter 32 requirements.

23. "Total project costs," as used in A.R.S. Title 41, Chapter 32, means the costs associated with a series of activities, events, and investments to develop and implement a new or enhanced IT system.

Historical Note

Adopted effective July 9, 1998 (Supp. 98-2).

ARTICLE 2. INFORMATION TECHNOLOGY PROJECTS

R2-18-201. Information Technology Project Justification and Monitoring

- A.** If an IT project requires GITA approval, under A.R.S. Title 41, Chapter 23 and Chapter 32, a budget unit shall not commit or spend funds on the project and shall not enter into a project-related contract or vendor agreement until the budget unit receives written GITA approval.
1. Using the PSP and the current PIJ template, a budget unit shall prepare and submit to GITA a PIJ for the budget unit's IT project, which is consistent with the approved budget unit IT Plan submitted to GITA under R2-18-301.
 2. If the PIJ is incomplete, GITA shall identify deficiencies and return the PIJ to the budget unit for completion and resubmission.
 3. GITA shall process a completed PIJ and approve, conditionally approve, or disapprove the proposed IT project, and shall notify the budget unit CEO of GITA's decision.
 - a. If GITA conditionally approves the IT project, GITA shall identify the conditions that the budget unit shall satisfy for approval. The budget unit may begin the IT project, with GITA monitoring, until the identified conditions have been satisfied.
 - b. If GITA disapproves the IT project, the budget unit shall not begin the IT project and shall not enter into any project-related contract or vendor agreement.
 4. A budget unit may appeal GITA's decision to disapprove an IT project in accordance with Article 4 of this Chapter.
- B.** If an IT project is within the jurisdiction of ITAC, in accordance with A.R.S. Title 41, Chapter 32, GITA shall process a budget unit's PIJ and recommend to ITAC approval, conditional approval, or disapproval of the IT project.
- C.** GITA shall determine if an IT project is critical or major. For critical or major IT projects, GITA shall monitor project progress.
- D.** If GITA determines that an IT project is at risk of failing to achieve its intended results or does not comply with A.R.S. Title 41, Chapter 32, GITA shall:
1. Temporarily suspend the expenditure of monies for the IT project, or,
 2. Recommend to ITAC that ITAC temporarily suspend the expenditure of monies for the IT project.

Historical Note

Adopted effective July 9, 1998 (Supp. 98-2).

ARTICLE 3. INFORMATION TECHNOLOGY PLANNING

R2-18-301. Information Technology Planning

- A.** Using the PSP, a budget unit shall annually develop an IT Plan and submit it to GITA, under A.R.S. Title 41, Chapter 32.
- B.** If an IT Plan is incomplete, GITA shall identify deficiencies and return the IT Plan to the budget unit for completion and resubmission to GITA.
- C.** GITA shall review the proposed complete budget unit IT Plan and either approve or disapprove the proposed plan and shall notify the budget unit CEO of GITA's decision. An approved budget unit IT Plan shall remain in effect until the end of the fiscal year for which it is submitted, or until it is modified or replaced in accordance with subsection (E).
- D.** A budget unit may appeal a GITA decision to disapprove a budget unit IT Plan to ITAC, in accordance with Article 4 of this Chapter.
- E.** Modification of an approved budget unit IT Plan.
 1. A budget unit may submit a modified, amended, or revised IT Plan to GITA for approval. An approved budget unit IT Plan shall remain in effect until a replacement IT Plan is approved by GITA or until the end of the fiscal year for which it is written.
 2. GITA shall review a proposed modification of a budget unit IT Plan, in accordance with subsections (B) and (C).

Historical Note

Adopted effective July 9, 1998 (Supp. 98-2).

ARTICLE 4. APPEALS OF GOVERNMENT INFORMATION TECHNOLOGY AGENCY DECISIONS

R2-18-401. Appeals

- A.** A budget unit, which appeals a decision by GITA regarding the disapproval of a budget unit IT Plan or a budget unit IT project, shall file a written appeal with ITAC within 30 days from receipt of notice of the GITA decision being appealed.
- B.** An appeal shall include:
 1. The decision being appealed,
 2. The specific facts on which the appeal is based,
 3. The associated errors in GITA's decision, and
 4. The action requested of ITAC.
- C.** An appealed decision shall remain in effect during the appeal. An appealing budget unit shall not resume or initiate any project activity or expense unless instructed otherwise by the Director of GITA.

Historical Note

Adopted effective July 9, 1998 (Supp. 98-2).